



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET**

For the Regular Meeting of Wednesday

November 18, 2015

7:00 P.M. Regular Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday November 18, 2015
REGULAR MEETING 7:00 P.M.
Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. PRESENTATIONS

1. Veolia Water – Operations & Maintenance of Water, and Wastewater Facilities for the Town of Discovery Bay

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of regular meeting for November 4, 2015
2. Approve Register of District Invoices

F. BUSINESS AND ACTION ITEMS

1. Community Center Cash Flow Analysis and Five-Year Forecast

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. Contra Costa County Department of Conservation and Development – County File No. CP 15-06 – Balfour Road Shoulder Widening

H. VEOLIA REPORT

1. Veolia Report – Month of October 2015

- I. **MANAGER'S REPORTS – Discussion and Possible Action**
- J. **GENERAL MANAGER'S REPORT – Discussion and Possible Action**
- K. **DISTRICT LEGAL COUNSEL REPORT**
- L. **COMMITTEE UPDATES – Discussion and Possible Action**
- M. **CORRESPONDENCE – Discussion and Possible Action**
 - 1. R – State Route 4 Bypass meeting minutes for June 11, 2015
 - 2. R – East Contra Costa County Fire Protection District meeting minutes for October 5, 2015
- N. **PUBLIC RECORD REQUESTS RECEIVED**
 - 1. Public Records Request – Request from Contra Costa Times – Regarding Water Conservation – Received on November 2, 2015
- O. **FUTURE AGENDA ITEMS**
- P. **ADJOURNMENT**
 - 1. Adjourn to the next Regular meeting of December 2, 2015 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

“This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting.”

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."

CONTRACT RENEWAL NOTICE

July 31, 2015

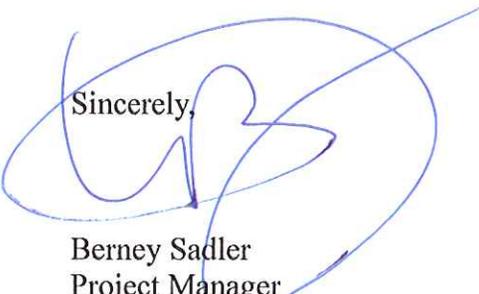
**Rick Howard – General Manager
Town of Discovery Bay
1800 Willow Lake Rd.
Discovery Bay, CA. 94505**

RE: Contract for the Operation & Maintenance of Water, and Wastewater Facilities for the Town of Discovery Bay CSD.

The above contract was awarded to Veolia Water Operating Services, Inc. on (5/1/2011). Veolia desires to exercise clause (3.1) under Section 3 of the AGREEMENT and would like to start discussions/negotiations on the scope and services for the extension.

Please let us know a good time and date when we can start our discussion on the scope and contract change.

Sincerely,

A handwritten signature in blue ink, appearing to be 'BS', written over a large, light blue circular scribble.

**Berney Sadler
Project Manager
Discovery Bay Project**



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

No Back Up
Documentation
For Agenda Item D



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday November 4, 2015
REGULAR MEETING 7:00 P.M.

Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Steele

Pledge of Allegiance – Led by President Steele

Roll Call – All Present with the exception of Vice-President Pease and Director Simon

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

President Steele – Stated that item G-2 - Agreement for Mutual Aid and Assistance between the Town of Discovery Bay and Byron Bethany Irrigation District will be pulled from the Agenda.

C. AREA AGENCIES REPORTS / PRESENTATION

1. Sheriff's Office Report

Crime Prevention Specialist Fontenot – Provided the law enforcement report for the month of October. There was discussion between the Crime Prevention Specialist Fontenot and the Board.

2. CHP Report – No Report

3. East Contra Costa Fire Protection District Report

Chief Henderson – Provided an East Contra Costa Fire Protection District update. There was discussion between Chief Henderson and the Board.

4. Supervisor Mary Piepho, District III Report

Alicia Nuchols Field Representative – Provided an update of several projects surrounding Discovery Bay.

D. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – No Report

4. Special Districts Report** – No Report

**These meetings are held Quarterly

E. PRESENTATIONS

None

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of regular meeting October 21, 2015

2. Approve Register of District Invoices

3. Approve and Record the Notice of Completion for the Well No. 7 Pump Station Project and authorize release of the Retention

Motion By: Director Leete to approve the Consent Calendar

Second By: Director Graves

Vote: Motion Carried – AYES: 3 – President Steele, Director Graves, Director Leete, NOES: 0, ABSENT: 2 – Vice-President Pease, Director Simon

G. BUSINESS AND ACTION ITEMS

1. Award of Bid for the Pump Station G Rehabilitation Project to Koch & Koch Inc. in the amount of \$60,500.00

General Manager Howard – Provided the details of item G-1.

District Engineer Harris – Provided additional details of item G-1.

Motion By: Director Graves to authorize the award of bid for Pump Station G Rehabilitation Project, to Koch & Koch, Inc. in the amount of \$60,500.00 with an allowance for 10% change orders; and authorize the General Manager to execute all contract documents

Second By: Director Leete

Vote: Motion Carried – AYES: 3 – President Steele, Director Graves, Director Leete, NOES: 0, ABSENT: 2 – Vice-President Pease, Director Simon

2. Agreement for Mutual Aid and Assistance between the Town of Discovery Bay and Byron Bethany Irrigation District

Item Pulled

3. Purchase of 1,800 Automated Water Meter Readers from National Meter and Automation, Inc.

General Manager Howard – Provided the details of item G-3. There was discussion between the Board, the Water and Wastewater Manager, and the General Manager.

Motion By: Director Leete to authorize payment to National Meter and Automation Inc. in the amount of \$155,263.50 for the Badger ORION Cellular BEACON Meter Readers; and authorize the General Manager to execute all purchase and contract documents

Second By: Director Graves

Vote: Motion Carried – AYES: 3 – President Steele, Director Graves, Director Leete, NOES: 0, ABSENT: 2 – Vice-President Pease, Director Simon

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

None

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Director Graves – Provided details of the East Contra Costa County Fire Protection District meeting on October 5, 2015

President Steele – Stated we need traffic control on Newport Drive and some of our other roads – would like to have conversations with the County.

J. MANAGER'S REPORT – Discussion and Possible Action

None

K. GENERAL MANAGER'S REPORT – Discussion and Possible Action

General Manager Howard – Provided the details regarding the next meeting of November 18, 2015 – Veolia Senior Vice-President Lanita McCauley Bates will provide an update.

L. DISTRICT LEGAL COUNSEL REPORT

None

M. SUB-COMMITTEE UPDATES – Discussion and Possible Action

1. Finance - None
2. Communications - None
3. Parks and Recreation - None
4. Water and Wastewater – Rick provided the details
5. Waterways - None

N. CORRESPONDENCE – Discussion and Possible Action

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

Q. ADJOURNMENT

The meeting adjourned at 7:33 p.m. to the next regular meeting of November 18, 2015 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 11-09-15

<http://www.todb.ca.gov/agendas-minutes>



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

November 18, 2015

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 260,532.30

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2015/2016
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2015/2016
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2015/2016

AGENDA ITEM: E-2

Request For Authorization To Pay Invoices (RFA)
For The Meeting On November 18, 2015
Town of Discovery Bay CSD
For Fiscal Year's 7/15 - 6/16

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Tee Janitorial & Maintenance	8049	Janitorial Service Oct 2015 (Z57,Z61)	10/16/15	\$80.00
U.S. Bank Corporate Payment System	4246044555703473/105	Landscape Reimb (Z35,Z57,Z61)	10/26/15	\$6,276.46
		Administration	Sub-Total	\$6,356.46
Water				
California Special Districts Assoc.	5678/2016	2016 Membership Dues	10/16/15	\$2,435.60
Cintas	185530919	Uniforms	10/28/15	\$11.19
Cintas	185531768	Uniforms	11/04/15	\$11.19
Conco West Inc.	877	Well 7	10/23/15	\$20,312.44
County Of Contra Costa, Dept of Info Tec	9870	Data Processing Sept 2015	10/15/15	\$19.40
EnerPower	67288	Electric Energy Charges 08/11/15-09/09/15	10/19/15	\$581.00
Express Labs Inc.	57753	DOT Testing	10/31/15	\$22.00
Frank Lopez	2419 Aberdeen Ln	Closed Account, Refund Overpayment	10/26/15	\$14.69
J.W. Backhoe & Construction, Inc.	2484	Paved Colonial Ct	10/26/15	\$5,732.67
J.W. Backhoe & Construction, Inc.	2486	Water Leak Discovery Bay Blvd	10/26/15	\$3,809.25
J.W. Backhoe & Construction, Inc.	2487	Water Leak Willow Lake Rd	10/26/15	\$2,830.70
Jose Cruz-Zamora	1023 Berkshire Ln	Closed Account, Refund Overpayment	10/26/15	\$14.03
Lesley Marable	NOV 2015	Expense Report Nov 2015	11/10/15	\$48.69
Melody Lu	6772 Yellowstone Cir	Closed Account, Refund Overpayment	10/26/15	\$4.21
Neumiller & Beardslee	272669	General Services Sept 2015	10/15/15	\$3,428.51
Neumiller & Beardslee	272670	Pantages	10/15/15	\$107.50
Office Depot	799629884001	Office Supplies	10/14/15	\$34.54
Office Depot	800063532001	Office Supplies	10/15/15	\$2.71
Office Depot	800063737001	Office Supplies	10/15/15	\$21.27
Pacific Gas & Electric	2943721807-5/102215	Electric & Gas Bill 07/12/15-10/12/15	10/22/15	\$23,104.79
Paul E. Vaz Trucking, Inc.	38641	Material 10/13/15	10/29/15	\$506.65
Paul E. Vaz Trucking, Inc.	38642	Freight 10/13/15	10/29/15	\$559.53
ReliaStar Life Insurance Company	#JR52 457(B) 111515	457(b) 11/01/15-11/15/15	11/09/15	\$548.04
Ricoh USA, Inc	5038577171	Photocopier Oct 2015	10/18/15	\$62.04
SDRMA	18032	Medical Benefits Dec 2015	11/04/15	\$1,415.76
Tee Janitorial & Maintenance	8049	Janitorial Service Oct 2015	10/16/15	\$316.00
U.S. Bank Corporate Payment System	4246044555703473/105	Health Insurance	10/26/15	\$1,920.06
U.S. Bank Corporate Payment System	4246044555703473/105	Travel & Meetings BOD	10/26/15	\$1,091.02
U.S. Bank Corporate Payment System	4246044555703473/105	Travel & Meetings	10/26/15	\$789.89
U.S. Bank Corporate Payment System	4246044555703473/105	Training & Education	10/26/15	\$31.60
U.S. Bank Corporate Payment System	4246044555703473/105	Memberships	10/26/15	\$190.00
U.S. Bank Corporate Payment System	4246044555703473/105	Telephone General	10/26/15	\$471.10
U.S. Bank Corporate Payment System	4246044555703473/105	Telecom Networking	10/26/15	\$108.00
U.S. Bank Corporate Payment System	4246044555703473/105	Vehicle & Equipment Fuel	10/26/15	\$284.38
U.S. Bank Corporate Payment System	4246044555703473/105	Info System Maintenance	10/26/15	\$158.90
U.S. Bank Corporate Payment System	4246044555703473/105	Computer Equipment & Supplies	10/26/15	\$456.88
U.S. Bank Corporate Payment System	4246044555703473/105	Building Maintenance	10/26/15	\$289.52
U.S. Bank Corporate Payment System	4246044555703473/105	Personal Protective Equipment	10/26/15	\$32.14
U.S. Bank Corporate Payment System	4246044555703473/105	Safety Equipment & Supplies	10/26/15	\$49.23
U.S. Bank Corporate Payment System	4246044555703473/105	Special Expense	10/26/15	\$203.90
Univar	SJ713748	Chemicals Delivered 10/23/15	10/23/15	\$301.13
Univar	SJ713749	Chemicals Delivered 10/23/15	10/23/15	\$206.77
Veolia Water North America	52684	Monthly O&M Fee Nov 2015	11/03/15	\$41,384.36
Zee Medical Service Company	724600195	Medical Supplies	11/03/15	\$4.94
		Water	Sub-Total	\$113,928.22
Wastewater				
American Retrofit Systems	1131	Replace AC Newport Lift Station	10/30/15	\$3,874.00
Anderson Pacific	414-18	Secondary Improvements	10/30/15	\$7,208.53
Brentwood Ace Hardware	808/103115	Building Maintenance	10/31/15	\$26.31
California Special Districts Assoc.	5678/2016	2016 Membership Dues	10/16/15	\$3,653.40
Cintas	185530919	Uniforms	10/28/15	\$16.78
Cintas	185531768	Uniforms	11/04/15	\$16.78
Comcast	8155400350232938/215	Internet Service WWTP#2	11/03/15	\$114.00
Comcast	8155400350232940	Internet Service WWTP#1	11/03/15	\$88.95
County Of Contra Costa, Dept of Info Tec	9870	Data Processing Sept 2015	10/15/15	\$29.10
Delta Debris Box Service	1121148	40Yd Green Pull & Replace	10/31/15	\$2,015.00

Department Of Motor Vehicles	SE608275/2015	Registration Fee	10/28/15	\$25.00
Discovery Pest Control	158409	Pest Control WWTP#1	11/03/15	\$70.00
EnerPower	67289	Electric Energy Charges 08/12/15-09/10/15	10/19/15	\$166.00
Express Labs Inc.	57753	DOT Testing	10/31/15	\$33.00
Lesley Marable	NOV 2015	Expense Report Nov 2015	11/10/15	\$73.04
Neumiller & Beardslee	272669	General Services Sept 2015	10/15/15	\$5,142.77
Neumiller & Beardslee	272671	Newport Pointe	10/15/15	\$107.50
Office Depot	799629884001	Office Supplies	10/14/15	\$51.82
Office Depot	799629884002	Office Supplies	10/23/15	\$7.93
Office Depot	800063737001	Office Supplies	10/15/15	\$31.90
ReliaStar Life Insurance Company	#JRS2 457(B) 111515	457(b) 11/01/15-11/15/15	11/09/15	\$822.06
Ricoh USA, Inc	5038577171	Photocopier Oct 2015	10/18/15	\$93.06
SDRMA	18032	Medical Benefits Dec 2015	11/04/15	\$2,123.64
Tee Janitorial & Maintenance	8049	Janitorial Service Oct 2015	10/16/15	\$474.00
Telstar Instruments, Inc.	83505	Lift Station G Rehab	09/30/15	\$29,567.80
U.S. Bank Corporate Payment System	4246044555703473/105	Health Insurance	10/26/15	\$2,880.10
U.S. Bank Corporate Payment System	4246044555703473/105	Travel & Meetings BOD	10/26/15	\$1,636.53
U.S. Bank Corporate Payment System	4246044555703473/105	Travel & Meetings	10/26/15	\$1,184.11
U.S. Bank Corporate Payment System	4246044555703473/105	Training & Education	10/26/15	\$47.40
U.S. Bank Corporate Payment System	4246044555703473/105	Memberships	10/26/15	\$285.00
U.S. Bank Corporate Payment System	4246044555703473/105	Telephone General	10/26/15	\$963.82
U.S. Bank Corporate Payment System	4246044555703473/105	Telecom Networking	10/26/15	\$162.00
U.S. Bank Corporate Payment System	4246044555703473/105	Vehicle & Equipment Fuel	10/26/15	\$205.17
U.S. Bank Corporate Payment System	4246044555703473/105	Vehicle & Equipment Supplies & Repairs	10/26/15	\$274.26
U.S. Bank Corporate Payment System	4246044555703473/105	Info System Maintenance	10/26/15	\$238.35
U.S. Bank Corporate Payment System	4246044555703473/105	Computer Equipment & Supplies	10/26/15	\$685.31
U.S. Bank Corporate Payment System	4246044555703473/105	Office Supplies	10/26/15	\$65.73
U.S. Bank Corporate Payment System	4246044555703473/105	Building Maintenance	10/26/15	\$434.27
U.S. Bank Corporate Payment System	4246044555703473/105	Personal Protective Equipment	10/26/15	\$48.22
U.S. Bank Corporate Payment System	4246044555703473/105	Safety Equipment & Supplies	10/26/15	\$100.04
U.S. Bank Corporate Payment System	4246044555703473/105	Special Expense	10/26/15	\$305.84
Veolia Water North America	52684	Monthly O&M Fee Nov 2015	11/03/15	\$62,076.55
Zee Medical Service Company	724600195	Medical Supplies	11/03/15	\$7.42

Wastewater Sub-Total \$127,432.49

Community Center

Community Center Sub-Total \$0.00

Grand Total \$247,717.17

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On November 18, 2015
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/15 - 6/16**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Brentwood Ace Hardware	808/103115	Small Tools	10/31/15	\$46.83
Cintas	185530919	Uniforms	10/28/15	\$37.12
Cintas	185530919	Community Center-Mats	10/28/15	\$45.40
Cintas	185531768	Uniforms	11/04/15	\$37.12
Cintas	185531768	Community Center-Mats	11/04/15	\$42.52
Comcast	8155400350238372/101	Internet Service	10/22/15	\$56.56
Comcast	8155400350238372/101	Community Center-Internet Service	10/22/15	\$56.55
Commercial Tree Care	23284	Cornell Park Misc. Work	10/22/15	\$1,470.00
Discovery Bay Disposal	17-0001966/103015	Com 2 Yd Bin Cornell	10/30/15	\$300.53
Discovery Bay Disposal	17-0013218/103015	Community Center-Com 3 Yd Bin	10/30/15	\$547.88
Karina Dugand	26	Community Center-Program Fees	10/29/15	\$1,020.00
Lincoln Equipment, Inc.	SI278165	Community Center-Pool Chemicals	10/16/15	\$542.22
Office Depot	799522286001	Community Center-Office Supplies	10/14/15	\$177.06
Tee Janitorial & Maintenance	8049	Janitorial Service Oct 2015	10/16/15	\$720.00
Tee Janitorial & Maintenance	8049	Community Center-Janitorial Service Oct 2015	10/16/15	\$260.00
U.S. Bank Corporate Payment System	4246044555703473/105	Telephone General	10/26/15	\$89.01
U.S. Bank Corporate Payment System	4246044555703473/105	Vehicle & Equipment Fuel	10/26/15	\$423.09
U.S. Bank Corporate Payment System	4246044555703473/105	Automotive Supplies & Repairs	10/26/15	\$88.45
U.S. Bank Corporate Payment System	4246044555703473/105	Equipment Maintenance	10/26/15	\$156.01
U.S. Bank Corporate Payment System	4246044555703473/105	Misc. Small Tools	10/26/15	\$1,101.06
U.S. Bank Corporate Payment System	4246044555703473/105	Landscape Maintenance	10/26/15	\$310.40
U.S. Bank Corporate Payment System	4246044555703473/105	Personal Protective Equipment	10/26/15	\$182.21
U.S. Bank Corporate Payment System	4246044555703473/105	Community Center-Training & Education	10/26/15	\$79.00
U.S. Bank Corporate Payment System	4246044555703473/105	Community Center-Events	10/26/15	\$276.00
U.S. Bank Corporate Payment System	4246044555703473/105	Community Center-Telephone General	10/26/15	\$147.16
U.S. Bank Corporate Payment System	4246044555703473/105	Community Center-Software	10/26/15	\$509.50
U.S. Bank Corporate Payment System	4246044555703473/105	Community Center-Computer Equipment & Supplies	10/26/15	\$385.00
U.S. Bank Corporate Payment System	4246044555703473/105	Community Center-Office Supplies	10/26/15	\$29.26
U.S. Bank Corporate Payment System	4246044555703473/105	Community Center-Building Maintenance	10/26/15	\$1,489.93
U.S. Bank Corporate Payment System	4246044555703473/105	Community Center-Misc. Service & Supply	10/26/15	\$35.33
Watersavers Irrigation Inc.	1634009-00	Landscape Maintenance	10/21/15	\$439.73
Watersavers Irrigation Inc.	1636399-00	Landscape Maintenance	10/28/15	\$88.10
Total				\$11,189.03

Request For Authorization To Pay Invoices (RFA)
For The Meeting On November 18, 2015
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/15 - 6/16

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Brentwood Ace Hardware	808/103115	Personal Protective Equipment	10/31/15	\$44.90
Cintas	185530919	Uniforms	10/28/15	\$36.54
Cintas	185531768	Uniforms	11/04/15	\$36.52
Comcast	8155400350238372/101	Internet Service	10/22/15	\$56.56
Tee Janitorial & Maintenance	8049	Janitorial Service Oct 2015	10/16/15	\$280.00
U.S. Bank Corporate Payment System	4246044555703473/105	Telephone General	10/26/15	\$96.24
U.S. Bank Corporate Payment System	4246044555703473/105	Vehicle & Equipment Fuel	10/26/15	\$304.05
U.S. Bank Corporate Payment System	4246044555703473/105	Automotive Supplies & Repairs	10/26/15	\$130.61
U.S. Bank Corporate Payment System	4246044555703473/105	Equipment Repair	10/26/15	\$319.45
U.S. Bank Corporate Payment System	4246044555703473/105	Cleaning Supplies	10/26/15	\$10.84
U.S. Bank Corporate Payment System	4246044555703473/105	Landscape Maintenance	10/26/15	\$310.39
			Total	\$1,626.10



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

November 18, 2015

Prepared By: Rick Howard, General Manager

Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Community Center Cash Flow Analysis and Five-Year Forecast

Recommended Action

Receive and File

Executive Summary

The Community Center was purchased in February 2013. The facility was renovated and opened for programming and public events in January 2014.

The past two years the Town has utilized the financial services of Bartle Wells Associates (BWA) to perform an updated five-year financial forecast for the center, specifically revenues versus expenditures, and the amount of Zone 8 funds used to supplement operational revenues.

The attached updated BWA *Technical Memorandum* updates the model and provides an analysis of the past fiscal year financial operations. Staff will present the findings at the Regular Board meeting on November 18, 2015.

Fiscal Impact:

Amount Requested: N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

November 5, 2014

Attachments

November 3, 2015 Bartle Wells Associates Community Center Cash Flow Analysis - Technical Memorandum

AGENDA ITEM: F-1



TO: Rick Howard, Town of Discovery Bay Community Services District

FROM: Alison Lechowicz, Bartle Wells Associates

DATE: November 3, 2015

SUBJECT: Community Center Cash Flow Analysis

DRAFT TECHNICAL MEMORANDUM

Provided below is a cash flow analysis of the Town of Discovery Bay Community Services District's (Town) Community Center. The Community Center reopened on January 2, 2014 after a complete interior renovation of what was previously the Discovery Bay Athletic Club. The Center now offers a full complement of recreational and leisure programming activities in which the community can participate and recreate. This first phase of programming initially met short term community needs, yet a much more robust vision for the site is anticipated. Consequently, the cash flow analysis allows for future Center expansion to better serve the residents. The following sections describe the revenues, expenses, and financial planning assumptions used in the analysis.

FY2014/15 Operating Results

BWA and Town staff reviewed the fiscal year (FY) 2014/15 operating results of the Community Center. The Community Center did not receive anticipated grant revenue of \$65,000 and did not draw upon the Community Center account of \$73,000, as budgeted. Despite this, the Community Center and Zone 8 generated significantly more revenue than was anticipated due to growth of operating revenue sources. Nearly every other revenue source collected more funds than the budgeted amount with the exception of advertising revenue. Due to improved economic conditions, the Landscape and Lighting Zone 8 tax assessments were also higher than budgeted.

Adding to the positive financial picture, both Zone 8 and Community Center operating costs were less than budgeted. The Town captured savings from Community Center staff salaries and wages. Zone 8 operating costs and capital costs were lower than anticipated. The net effect of higher than budgeted revenues and lower than budgeted expenses improved the financial position of the Community Center over the FY2014/15 budget.

The subsequent sections of this memorandum provide the Zone 8 and Community Center financial projections for the next five years.

Revenues

Funds available to the Community Center include Community Center programming fees, rentals, goods sold, etc., and the net operating revenue of Zone 8. As needed, Zone 8 annual revenues and the Zone 8 reserve fund are available to cover the funding gap between Community Center revenues and Community Center costs.

Zone 8 Revenues

The major funding source of Landscape and Lighting Zone 8 is annual tax assessments. The Town collected \$552,400 in assessment revenue in FY2014/15, about \$74,000 more than budgeted. The Town anticipates 2% annual growth in assessment revenue.

Community Center Self-Generated Revenues

In FY2014/15, the Community Center collected over \$120,400 in operating revenues, which far exceeded the budgeted amount of \$46,000. However, Town staff note that Community Center revenues may be highly variable. To be financially conservative, BWA projects revenues of \$80,000 in FY2015/16 with 2% annual growth.

Programming

The Town offers a number of classes, sports, and fitness programs including Zumba, ballroom dancing, yoga, art classes, soccer, tennis, and continued public access to the swimming pool and tennis courts, as well as the grounds themselves. The Community Center offers programming on an annual basis consisting of three 4-month periods (fall, spring, and summer). BWA estimates that each period will generate about \$8,300 in FY2015/16, or an annual total of about \$25,000. BWA projects programming revenues to increase by 2% per year.

Swim Team

The single largest self-generated revenue source for the Community Center is fees collected from the swim team for use of the swimming pool. In FY2014/15, the Town collected \$33,200 in swim team revenues. Going forward, BWA estimates swim team revenue of \$32,000 annually.

Rentals and Goods Sold

The Community Center also generated revenue from facility and event rentals, goods sold, swimming pool fees (non-swim team), and miscellaneous revenue sources. In FY2014/15, these other revenue sources collected \$54,300. Facility rentals and goods sold could fluctuate in the future. To be fiscally conservative, it is projected that these other revenue sources will generate \$23,000 in FY2015/16 with a 2% annual escalator.

Expenses

The FY2014/15 results of operations indicate that the Community Center incurred operating expenses of \$275,000 and one-time capital expenses of \$149,000. The three largest operating cost centers, in order, are staffing, utilities, and maintenance. The FY2014/15 operating cost is assumed to increase by 2-3% annually.

Staffing

The FY2014/15 staffing cost of \$112,000 (full time staff, part time staff, and benefits) is projected to increase by 3% per year to reflect cost of living increases.

Utilities

The utilities expense reflects water, power, and garbage service to the Community Center. These expenses are expected to increase by 3% in FY2016/17 and 5% the following years reflecting assumed utility rate increases and inflationary increases for power and garbage service.

Repairs, Maintenance, and Facilities

The Town recently conducted capital improvements and the Community Center is in generally good condition. In the future, major maintenance issues will be conducted as capital outlays. BWA projects the FY2014/15 maintenance expense of about \$28,000 to increase by 3% annually.

Cash Flow Projection

Cash flow projections of the Landscape and Lighting Zone 8 and the Community Center are provided in the following tables. Table 1 shows the combined Zone 8 and Community Center cash flow. FY2014/15 was nearly revenue neutral. The beginning fund balance as of July 1, 2014 was \$399,100, which increased slightly to \$400,300 by the end of the fiscal year. Into the future, it is projected that the combined Zone 8/Community Center cash flow will generate positive net revenues and the fund reserve will increase over time. The reserve provides funding of unexpected and emergency expenses and could also be used to fund future capital improvements.

Table 2 provides the Community Center's standalone cash flow. The Community Center revenues are not adequate to meet operating expenses. To meet this funding gap, the Community Center is projected to expend approximately \$200,000 to \$300,000 of Zone 8 net revenues annually. However, despite the Community Center's operating deficit, the Zone 8 combined cash flow is net positive as described above and shown in Table 1.

Table 1
5-Year Zone 8 Cash Flow with Full Staffing
Town of Discovery Bay Community Services District

	Proposed FY2014/15	Actual FY2014/15	Projected FY2015/16	Projected FY2016/17	Projected FY2017/18	Projected FY2018/19	Projected FY2019/20
Estimated Starting Fund Balance	\$517,500	\$399,100	\$400,300	\$643,200	\$701,600	\$755,400	\$804,300
Revenues							
Community Center Revenue	46,000	120,400	80,000	82,200	84,200	86,200	88,200
Zone 8 Revenue							
Assessed Income	478,000	552,400	563,400	574,700	586,200	597,900	609,900
Landscape Reimbursable	6,000	25,800	25,800	25,800	25,800	25,800	25,800
Grant	65,000	0	65,000	0	0	0	0
CC Bank Account	73,000	0	116,000	0	0	0	0
Other	<u>8,200</u>	<u>11,600</u>	<u>11,600</u>	<u>11,600</u>	<u>11,600</u>	<u>11,600</u>	<u>11,600</u>
Total Revenues	676,200	710,200	861,800	694,300	707,800	721,500	735,500
Expenses							
Community Center O&M Budget	295,100	275,000	281,400	288,500	296,400	304,500	312,800
Community Center Capital	138,000	149,000	0	0	0	0	0
Zone 8 O&M Budget	305,000	281,000	330,000	339,900	350,100	360,600	371,400
Zone 8 Capital	<u>19,500</u>	<u>4,000</u>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
Total Expenses	757,600	709,000	618,900	635,900	654,000	672,600	691,700
Estimated Ending Fund Balance	\$436,100	\$400,300	\$643,200	\$701,600	\$755,400	\$804,300	\$848,100

Table 2
5-Year Community Center Cash Flow with Full Staffing
Town of Discovery Bay Community Services District

	Proposed FY2014/15	Actual FY2014/15	Projected FY2015/16	Projected FY2016/17	Projected FY2017/18	Projected FY2018/19	Projected FY2019/20
Operating Revenues							
Advertising Revenue	4,500	0	0	200	400	500	600
Programming (classes)	25,000	32,900	25,000	26,300	27,600	29,000	30,500
Facilities Rentals/Events	3,000	12,300	7,700	7,900	8,100	8,300	8,500
Grounds Rentals	5,000	15,700	5,000	5,200	5,400	5,600	5,800
Goods Sold	1,000	3,400	1,000	1,300	1,400	1,500	1,500
Swimming Pool Fees	7,500	13,000	7,500	7,500	7,500	7,500	7,500
Swim Team	0	33,200	32,000	32,000	32,000	32,000	32,000
Recreation Revenue	0	8,200	0	0	0	0	0
Misc.	0	1,700	1,800	1,800	1,800	1,800	1,800
Total Operating Revenues	46,000	120,400	80,000	82,200	84,200	86,200	88,200
Zone 8 Net Revenue	305,700	303,600	201,400	206,300	212,200	218,300	224,600
Zone 8 Reserves	81,400	0	0	0	0	0	0
TOTAL REVENUES	433,100	424,000	281,400	288,500	296,400	304,500	312,800
Operating Expenses							
Salaries & Wages	156,500	112,000	115,400	118,900	122,500	126,200	130,000
ER Taxes	17,400	11,100	11,100	11,100	11,100	11,100	11,100
Repairs and Maintenance	11,900	27,850	28,700	29,600	30,500	31,400	32,300
Rental and Facility Expense	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Advertising	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Telephones & IT	3,700	4,400	4,400	4,400	4,400	4,400	4,400
Office Supplies	3,000	3,000	4,500	4,500	4,500	4,500	4,500
Insurance	4,500	4,500	4,500	4,600	4,700	4,800	4,900
Utilities	35,000	31,000	31,000	31,900	33,500	35,200	37,000
Swimming Pool Chemicals	3,000	3,700	3,700	3,700	3,700	3,700	3,700
Travel and Training	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Consulting	1,500	1,200	1,500	1,500	1,500	1,500	1,500
Permits and Fees	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Other	6,900	12,950	13,100	13,500	13,900	14,300	14,700
Events	0	5,800	6,000	6,200	6,400	6,600	6,800
Concession & Program Expenses	<u>29,200</u>	<u>35,000</u>	<u>35,000</u>	<u>36,100</u>	<u>37,200</u>	<u>38,300</u>	<u>39,400</u>
Total Operating Expenses	295,100	275,000	281,400	288,500	296,400	304,500	312,800
Community Center Capital Expense	138,000	149,000	0	0	0	0	0
TOTAL EXPENSES	433,100	424,000	281,400	288,500	296,400	304,500	312,800
Surplus or Deficit	\$0	\$0	\$0	\$0	\$0	\$0	\$0

NOV 09 2015

**Department of
Conservation and
Development**

30 Muir Road
Martinez, CA 94553

Phone:1-855-323-2626

**Contra
Costa
County**



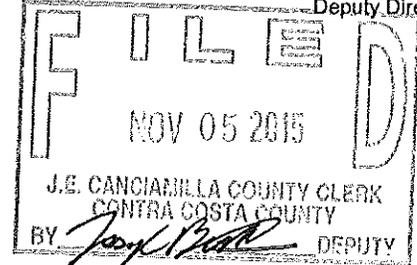
November 5, 2015

John Kopchik
Director

Aruna Bhat
Deputy Director

Jason Crapo
Deputy Director

Maureen Toms
Deputy Director



**NOTICE OF PUBLIC REVIEW AND INTENT
TO ADOPT A PROPOSED MITIGATED NEGATIVE DECLARATION**

County File No. CP 15-06

Pursuant to the State of California Public Resources Code and the "Guidelines for Implementation of the California Environmental Quality Act of 1970" as amended to date, this is to advise you that the Department of Conservation and Development of Contra Costa County has prepared an Initial Study for the following project:

PROJECT NAME: Balfour Road Shoulder Widening

LEAD AGENCY: Contra Costa County Department of Conservation and Development

APPLICANT: Contra Costa County Public Works Department

LOCATION: Between Sellers Avenue (Brentwood) to Bixler Road (Discovery Bay), East Contra Costa County

ZONING: A-4, 40 (Agricultural Preserve)

DESCRIPTION: Contra Costa County Public Works Department (CCCPWD) plans to widen Balfour Road from Sellers Avenue in Brentwood to Bixler Road in Discovery Bay in an unincorporated area of East Contra Costa County to bring the shoulders up to current design standard and provide a driver recovery area and a bike lane (Figures 1 and 2). The project segment is approximately three miles long and is a narrow, substandard two-lane road that receives substantial traffic at high speeds. The project segment serves as a thoroughfare between Brentwood and Discovery Bay as well as a commuter route to State Route 4.

The project consists of widening the existing 18- to 20-foot pavement width to 36 feet wide (two 12-foot wide travel lanes with 6-foot wide paved shoulders/bike lanes and 2-foot wide shoulder backing on each side). The project does not increase the number of

travel lanes and will therefore not increase the capacity of the roadway. The majority of the widening will occur along the south side of Balfour Road. The segment between

Sellers Avenue and Byron Highway will require adding 16 to 28 feet of asphalt pavement along the south side. The segment between Byron Highway and Bixler Road will require adding 16 to 18 feet of asphalt pavement primarily along the south side of the road. Left turn pocket lanes will be added on the east and west legs of Balfour Road at Byron Highway and a left turn pocket lane will be added on the west leg of Balfour Road at Bixler Road (Figure 3). A drainage system consisting of an open roadside ditch and underground pipe along the south side of the road will be installed to collect and convey roadside runoff.

Utility relocations include Pacific Gas & Electric (PG&E) poles and at-grade vaults, AT&T telephone manholes and poles, East Contra Costa Irrigation District (ECCID) underground irrigation pipes and channel crossing headwalls, and TV cable lines. The utility relocations will occur primarily along the north side of the road and will be placed between the proposed edge of road and proposed right-of-way (ROW). The ECCID holds easements and fee titles within some of the parcels where they have their canal and underground pipe facilities.

The existing road ROW varies from 40 to 100 feet. CCCPWD will need to acquire strips of land along parcel frontages where the existing ROW cannot accommodate the shoulder widening and utility relocations. The strips of land to be acquired vary between 5 to 15 feet along the north side of Balfour Road from various parcels and between 5 to 44 feet from various parcels along the south side of the road which total approximately 12.7 acres (Figure 3). Residential landscape trees and shrubs (approximately 27) and fences within the proposed ROW will be removed; mailboxes will be relocated. Temporary construction easements will also be needed from some parcels for construction staging areas (Figure 3). Therefore, real property transactions will be necessary in support of the project.

Construction is anticipated to occur in 2017 and will take approximately six months to complete. Signs announcing the construction start date will be posted in the project vicinity seven days prior to start of construction. Standard construction equipment will be used, including but not limited to: excavators, graders, loaders, sweepers/scrubbers, plate compactors, rollers, backhoes, and pavers. Construction activities will be generally limited to the hours between 7:00 a.m. to 5:00 p.m. Traffic control will be in place for westbound traffic to accommodate morning commute traffic whereas eastbound traffic will be directed to a posted detour route which is anticipated to occur up to 18 weeks (Figure 2).

ENVIRONMENTAL EFFECTS: The Initial Study (IS) for the proposed project identified potentially significant impacts in the environmental area of Agricultural Resources and Biological Resources. Environmental analysis determined that measures were available to mitigate potential adverse impacts to insignificant levels. As a result, a Mitigated Negative Declaration (MND) has been prepared pursuant to Public Resources Code Section 21080(c), 21063.5, and Article 6 of the California Environmental Quality Act (CEQA) Guidelines.

Pursuant to the requirements of CEQA (CEQA Guidelines Section 15071) the Initial Study/Mitigated Negative Declaration (IS/MND) describes the proposed project; identifies, analyzes, and evaluates the potential significant environmental impacts, which may result from the proposed project; and identifies measures to mitigate adverse environmental impacts. Mitigations identified in this document designed for the proposed project will ensure that the project will not cause a significant impact on the environment.

A copy of the IS/MND may be reviewed at the Contra Costa County Public Works Department, 255 Glacier Drive, Martinez, during normal business hours. You may also view the IS/MND on the County's webpage: <http://www.co.contra-costa.ca.us> (Click on Government, Departments H-Z, Public Works, Public Notices and/or Department of Conservation and Development, Projects). All documents referenced in the IS/MND are available on request.

PUBLIC COMMENT PERIOD: The 30-day public comment period for accepting comments on the adequacy of the environmental document is from **November 6, 2015 to December 7, 2015**. Any comments should be in writing and submitted to the following address and/or mail address:

Claudia Gemberling, Environmental Analyst II
Contra Costa County Public Works Department
255 Glacier Drive
Martinez, CA 94553
claudia.gemberling@pw.cccounty.us

It is anticipated that the proposed IS/MND will be considered for adoption at the County Board of Supervisors meeting on **December 8, 2015**. To confirm the Board date, please contact Claudia Gemberling at (925) 313-2192.

Attachments: Figure 1: Project Location
Figure 2: Location of Project Area
Figure 3: Project Overview

CONTRA COSTA COUNTY CALIFORNIA

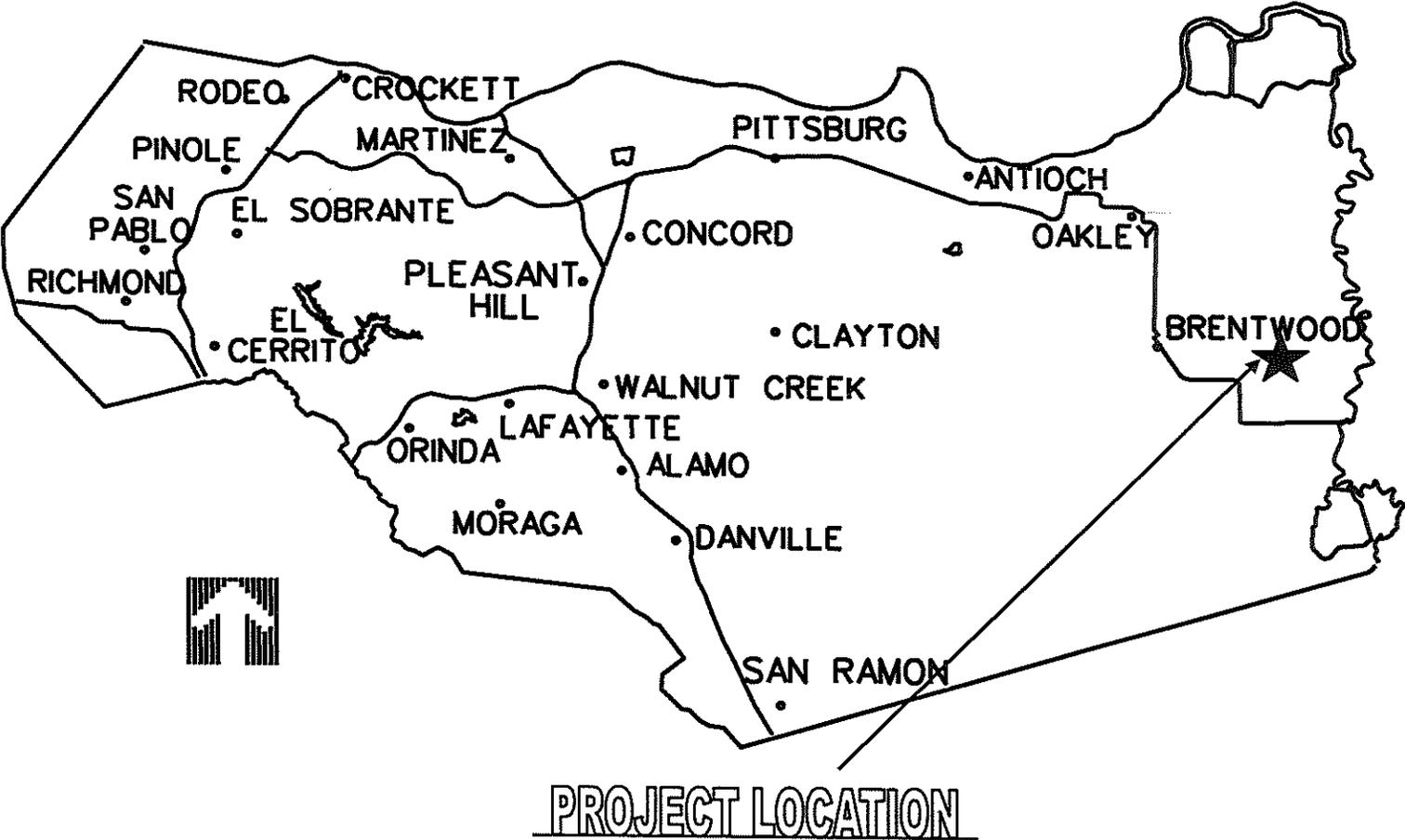
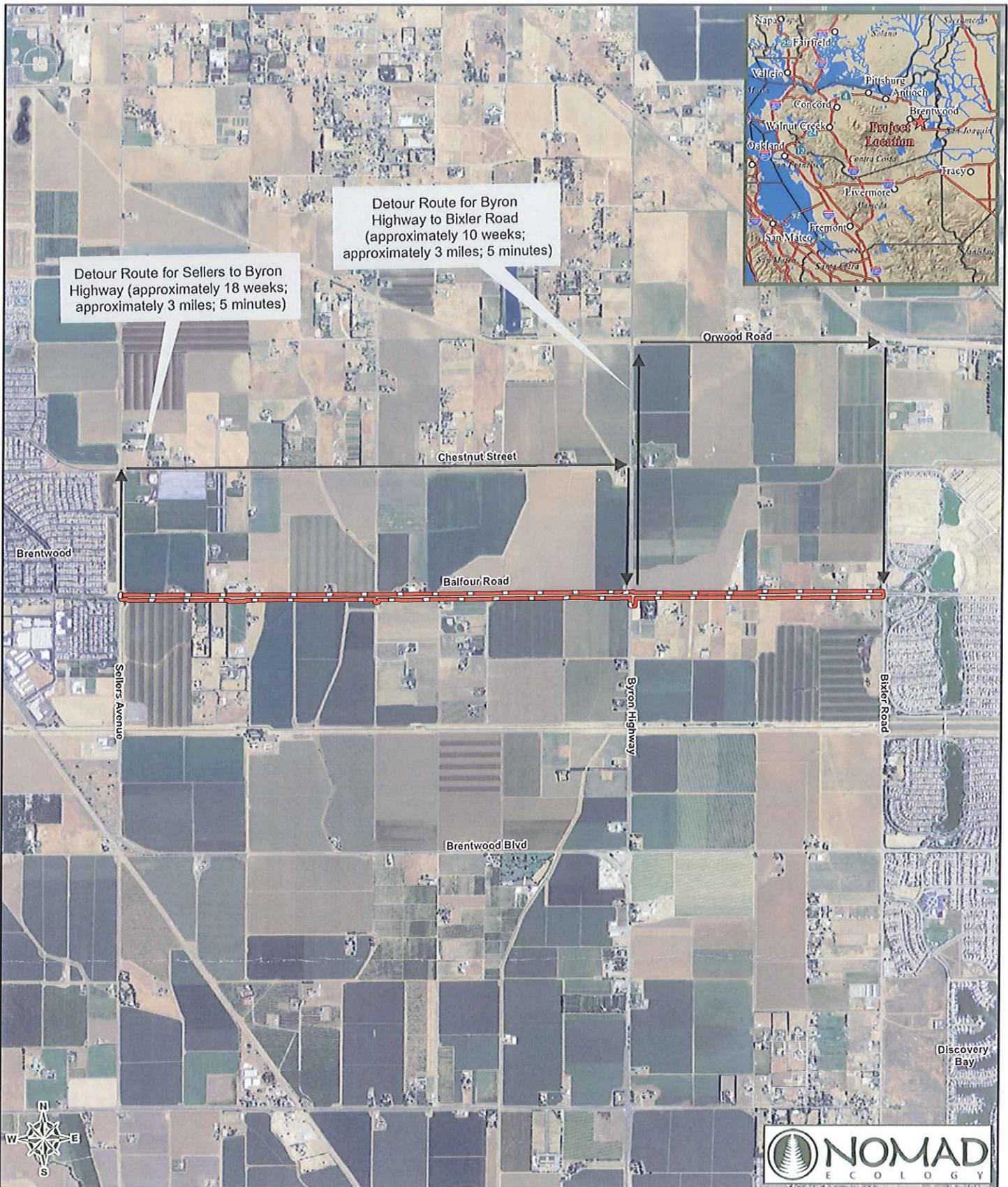


FIGURE 1



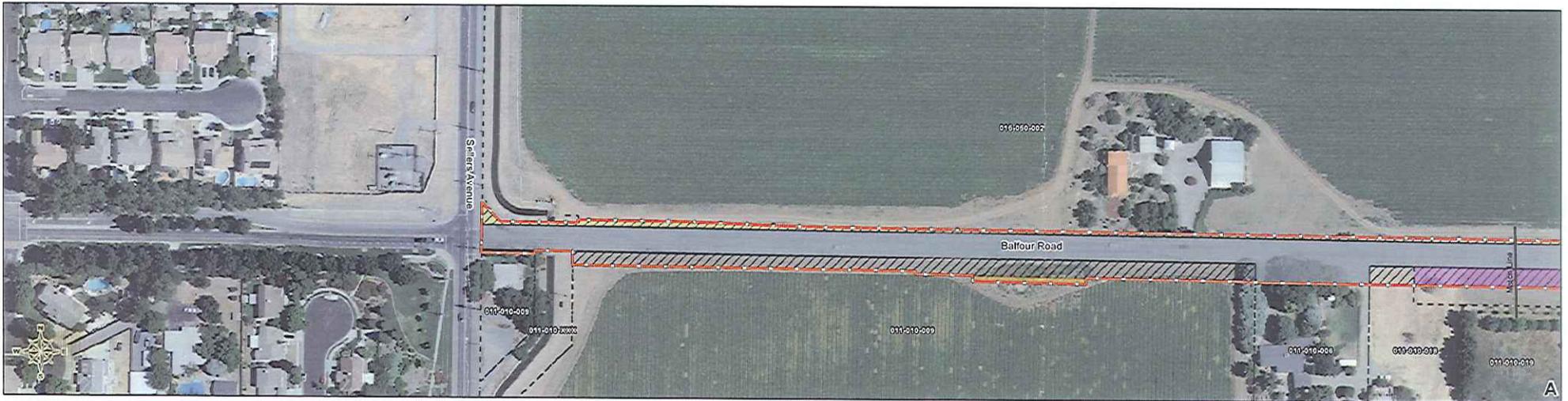
November 2015

Legend
 Project Area

Figure 2
Location of the Project Area
 Balfour Road Shoulder Widening Project
 Contra Costa County Public Works Department

1:31,680
 0 0.25 0.5
 Miles

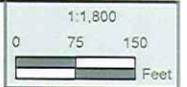
Sources: California Spatial Information Library, ESRI



November 2015

Legend	
	Project Area (28.00 acres)
	Existing Right-of-Way (15.31 acres)
	Proposed Right-of-Way (12.69 acres)
	Accepted Offer of Dedication (4.27 acres)
	East Contra Costa Irrigation District Fee Title/Easements (2.89 acres)
	Proposed Temporary Construction Easement (0.40 acre)
	Parcel Boundaries

Figure 3 (Sheet 1 of 4)
Project Overview
 Balfour Road Shoulder Widening Project
 Contra Costa County Public Works Department



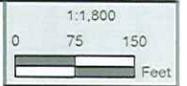
Source: Contra Costa County, NRCS, Farmland Mapping and Monitoring Program (FMMP). Date of aerial photo: 2014. Farmland Designations based on the most recent available Farmland Mapping and Monitoring Layer (FMML) information (2012).



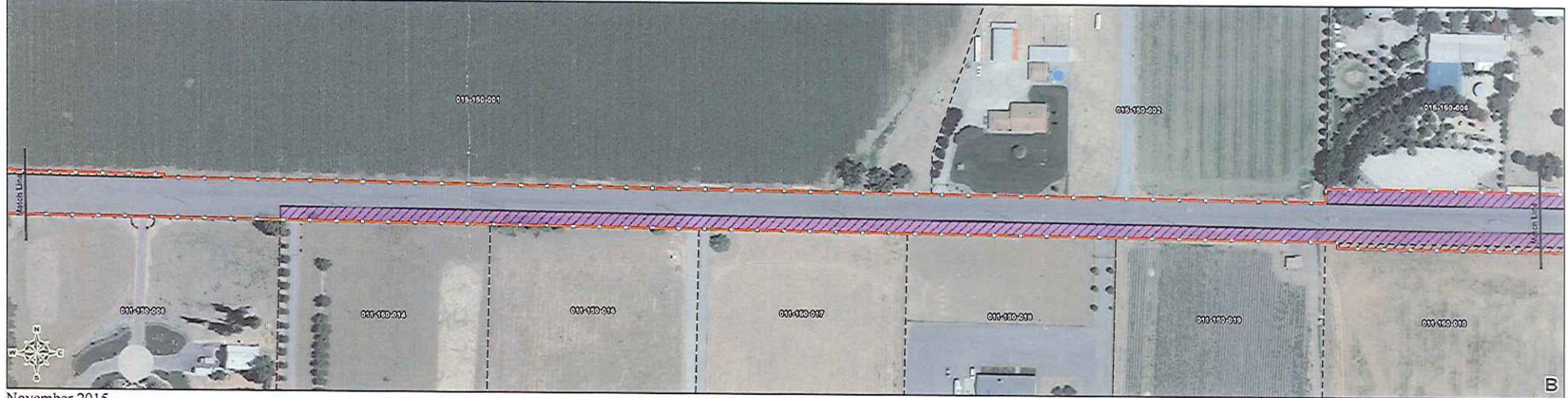
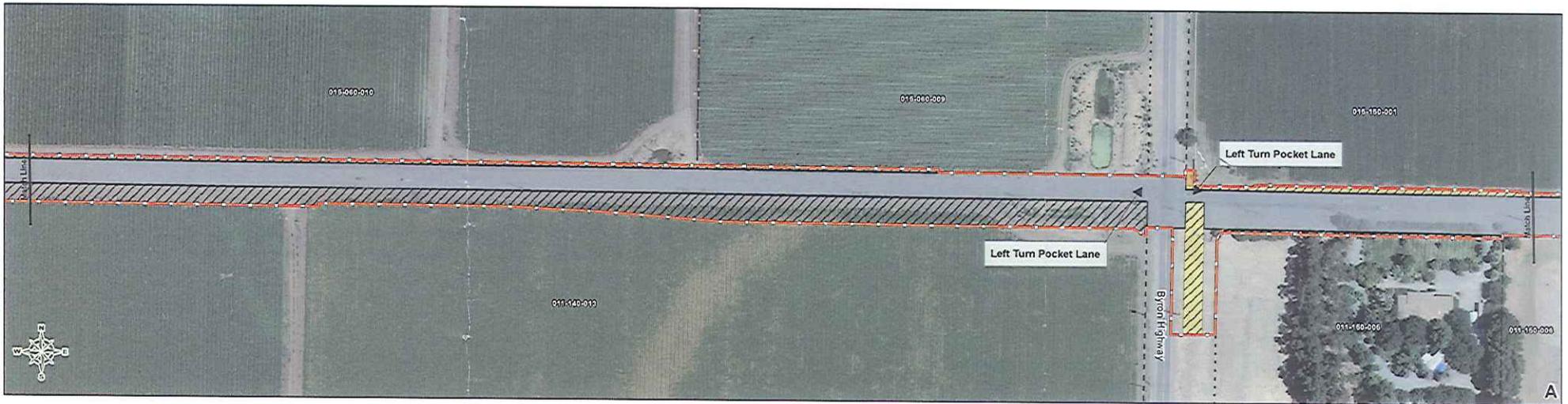
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 Contra Costa County Public Works Department



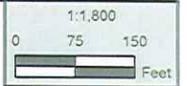
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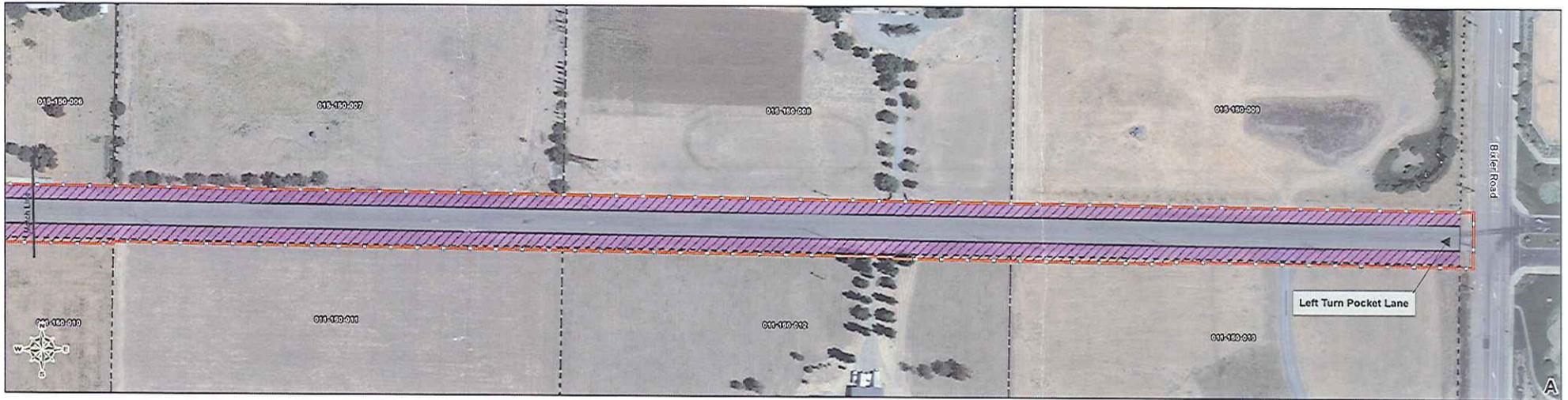
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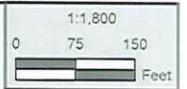
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 Contra Costa County Public Works Department



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MONTHLY OPERATIONS REPORT

October 2015

Town of Discovery Bay, CA

2254 Days of Safe Operations

101,874 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Hours
West Monthly Regional Safety Webinar	9.0
Weekly Safety Topics	
Monthly Safety Topics	
CPR/AED	
Operations	

REPORTS SUBMITTED TO REGULATORY AGENCIES

Monthly Discharge Monitoring Report (DMR)
Monthly electronic State Monitoring Report (eSMR)
Monthly Coliform Report, State Water Board (WD)
Quarterly Report

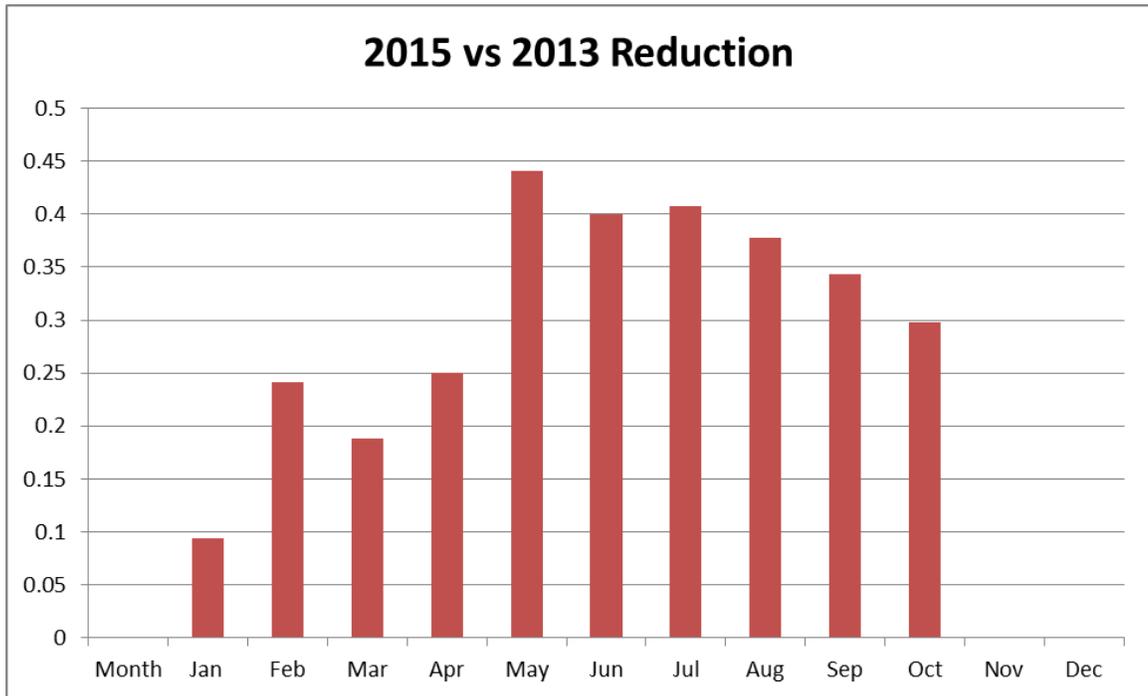
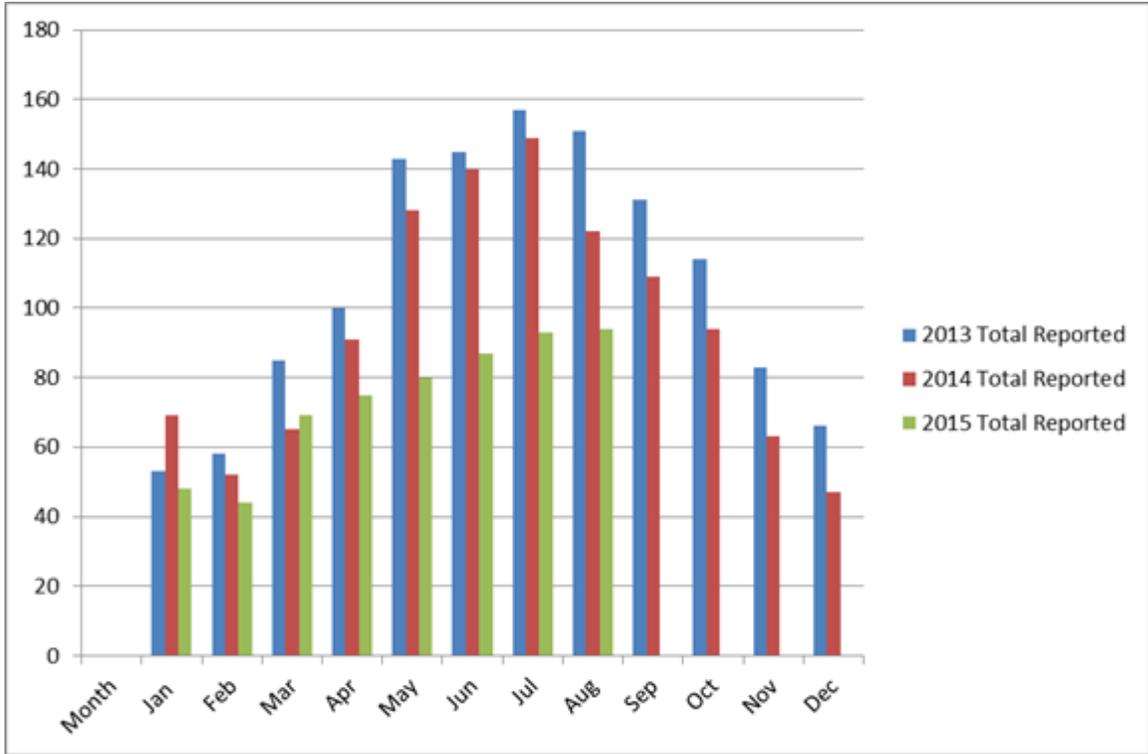
WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
5	80	2635	0

Note: Well 5 is off line, Replaced by Well #7

2015 Water Production Table (MG) by Month

January	February	March	April	May	June
48	44	70	75	80	87
July	August	September	October	November	December
93	94	86	80		



Reused Water:

- 1.3 MG - July**
- 1.9 MG - August**
- 5.4 MG- September**
- 1.2 MG- October**

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls
20	0	0	0

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>September Lab Data</i>	<i>October Lab Data</i>
Flow, MG Effluent, monthly total		30.1	33.0
Flow, MG Daily Influent Flow, avg.	N/A	1.1	1.2
Flow, MG Daily Discharge Flow, avg.	2.1	1.0	1.1
Effluent BOD ₅ , lbs/d, monthly avg.	350	16	16
Effluent TSS, lbs/d, monthly avg.	525	57	38
Effluent BOD ₅ , mg/L, monthly avg.	20	2	2
Effluent TSS, mg/L, monthly avg.	30	6	4
Total Coli form 7 day Median Max	23	8	0
Total Coli form Daily Maximum	240	33	2
% Removal BOD ₅ , monthly avg.	85% min.	99	99
% Removal, TSS, monthly avg.	85% min.	93	96
Electrical Conductivity, umhos/cm annual avg.	2100	2119	2125

Blue – new parameter added

National Pollution Discharge Elimination System (NPDES)

NPDES Related Excursions	Permit Parameter	NPDES Parameter Limit	Actual Parameter Result
0	N/A	0	N/A

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	7-Day Median Excursion
14	0	0	0

# of Active Lift Stations	# of Inactive Lift Stations	SSO	Wastewater Received (MG)
15	0	0	35.3

COLLECTION:

- Flushing schedule to resume in the fall.
- CCTV completed
- Inspected 0 manhole & covers. 0 YTD
- Performed weekly lift station inspections.

MAINTENANCE:

Preventive and Corrective

Total # of WO's Completed	Total Hours
218	5532

Work Order Back-Log

Aging 8 - 30 Days	Aging > 30 Days
57	14

Call & Emergency Responses

Call Outs	Emergencies
3	0

Personnel Hours & Overtime:

Regular Hours	Overtime
1408	28

TERMS

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

No Back Up
Documentation
For Agenda Item I



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For Agenda Item J



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TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Chris Steele • Vice-President – Bill Pease • Director – Kevin Graves • Director – Robert Leete • Director – Mark Simon

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STATE ROUTE 4 BYPASS AUTHORITY
Antioch - Brentwood - Oakley and Contra Costa County

A JOINT EXERCISE OF POWERS AGENCY

MINUTES

June 11, 2015

The regular Board meeting of the STATE ROUTE 4 BYPASS AUTHORITY was called to order in the Tri Delta Transit Board Room, 801 Wilbur Avenue, Antioch, California by Chair Steve Barr at 6:48 P.M.

ROLL CALL

PRESENT: Mary N. Piepho (Contra Costa County), Tony Tiscareno (Antioch), Vice Chair Doug Hardcastle (Oakley), and Chair Steve Barr, Alternate for Robert (Bob) Taylor (Brentwood)

ABSENT: None

STAFF: Dale Dennis, Program Manager

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

On motion by Director Piepho, seconded by Director Tiscareno, the Authority adopted the Consent Items by the following vote:

AYES: Hardcastle, Piepho, Tiscareno, Barr

NOES: None

ABSTAIN: None

ABSENT: None

- A. APPROVED Minutes of the April 9, 2015 Board meeting (*May meeting cancelled*).
- B. APPROVED amendments to Consulting Services Agreements with the following consultants (no payment limit increases) to extend the term of the existing agreements through the dates listed below, and AUTHORIZED the Secretary or designee to sign the amendments on behalf of the Authority :
 - 1. Geocon Consultants, Inc. - On-call environmental site assessment services for the former SR4 Bypass (June 30, 2016)

2. Wood Biological Consulting, Inc. - On-call environmental services in Segment 3 of the former SR4 Bypass (June 30, 2016)
 3. Mark Thomas and Company – Engineering Design Services for the former SR4 Bypass (June 30, 2016)
- C. APPROVED an amendment to the Consulting Services Agreement with Dean Chapman and Associates, in a not-to-exceed amount of \$26,000, for a revised payment limit of \$88,000, for right-of-way appraisal services for SR4 Balfour Road Interchange project, and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.
- D. APPROVED the 2015/16 Work Plan and Budget
- E. APPROVED a Cooperative Agreement with the Contra Costa Transportation Authority (CCTA) and the California Department of Transportation (Caltrans) related to the Balfour Road Interchange on SR4 (formerly SR4 Bypass), and AUTHORIZED the Secretary or designee to sign the agreement on behalf of the Authority, substantially in the form attached to the staff report dated June 11, 2015.
- F. THE BOARD TOOK THE FOLLOWING ACTIONS:
1. APPROVED the conveyance of the Grant of Easement for drainage purposes to the City of Brentwood, pursuant to Government Code Section 25526.6.
 2. DETERMINED that conveyance of said easement is in the public interest and will not substantially conflict or interfere with the Authority's use of the property.
 3. AUTHORIZED the Secretary or designee to execute the said Grant of Easement on behalf of the Authority.
 4. DIRECTED the Real Estate Division of the Public Works Department to deliver a certified copy of the Staff Report dated June 11, 2015 with the Grant of Easement to the City of Brentwood for acceptance and recording in the Office of the County Recorder.

DETERMINATIONS ITEMS

- A. RECEIVE Status Report on Projects Associated with the Former SR4 Bypass

Mr. Dennis reported that the SR160/SR4 Connectors were moving forward on schedule. The Balfour Road Interchange project was also moving forward on schedule although two items were controlling the schedule; the PG&E Joint Trench in Balfour Road, and the relocation of the Kinder Morgan Pump Station. He explained that the actual construction project would start in the spring of 2016.

BOARDMEMBER COMMENTS

There were no comments from Boardmembers.

CORRESPONDENCE

There was no correspondence.

ADJOURNMENT

Chair Barr adjourned the meeting of the State Route 4 Bypass Authority at 6:49 P.M. to Thursday, July 9, 2015 at 6:30 P.M. or other day/time deemed appropriate by the Committee.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes Board of Directors Regular Meeting

Monday October 5, 2015 – 6:30 P.M.
Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS		
Greg Cooper	Joel Bryant-President	Randy Pope
Robert Kenny	Ronald Johansen-Vice President	Stephen Smith
Jonathan Michaelson	Cheryl Morgan	Joe Young

CALL TO ORDER: (6:30 P.M.)

PLEDGE OF ALLEGIANCE: (6:31 P.M.)

ROLL CALL: (6:31 P.M.)

Directors Present: Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Pope, Smith, Young

Directors Absent: None

PUBLIC COMMENTS: (6:32 P.M.)

There were two (2) public speakers – Mark Whitlock, and Gil Guerrero

CONSENT CALENDAR: (6:37 P.M.)

C.1 Approve Minutes from September 14, 2015 Regular Board of Directors Meeting

Motion by: Director Young to approve consent item C1

Second by: Director Smith

Vote: Motion carried: 8:0:1

Ayes: Bryant, Cooper, Kenny, Michaelson, Morgan, Pope, Smith, Young

Noes:

Abstained: Johansen

Absent:

DISCUSSION ITEMS:

(6:38 P.M.)

D.1 Receive Overview of the 2015 California Special Districts Association Annual Conference

There was one (1) public speaker – Vince Wells

Chief Henderson gave an overview of the 2015 California Special Districts Association Annual Conference that the Chief attended the week of September 21st, 2015

(6:50 P.M.)

D.2 Receive Update for Development of Proposed Board Policies

Chief Henderson gave an update for Development of Proposed Board Policies

(6:52 P.M.)

D.3 Receive Operational Update for September 2015

Chief Henderson gave the Operational Update for September 2015.

INFORMATIONAL STAFF REPORTS: (7:06P.M.)

NONE

DIRECTORS' COMMENTS: (7:06 P.M.)

Director Morgan – The Fire Safe Council did not meet in the month of September and has not yet finalized the meeting for October. Director Morgan asked that other Directors also attend.

President Bryant – President Bryant attended the League of California Cities' Annual Conference and shared some observations from 5 sessions on fire protection.

Director Johansen – Director Johansen reported on the unprecedented fire conditions in the State and reflected on his experiences over the past month, when he was called away to assist with responding to the Valley Fire and the Butte Fire.

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS: (7:06 P.M.)

Director Pope requested a future agenda item to discuss transparency and practices or projects the District could undertake to improve transparency, such as those included in the Special District Foundation's checklist provided by the Chief.

Director Johansen requested a future agenda item for a closed session for the full Board to discuss the Chief's 90-day progress on the goals established as part of his performance evaluation.

The Director Morgan moved approval of the above requests for Future Agenda Items; the motion was second by Director Smith. Motioned carried 9:0:0.

RECESS TO CLOSED SESSION ON THE FOLLOWING MATTERS: (7:16 P.M.)

1. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6
Agency Designated Representatives: Fire Chief and Glenn Berkheimer
Employee Organization: International Association of Fire Fighters, Local 1230

REPORT ON THE CLOSED SESSIONS: (8:45 P.M.)

No reportable action was taken in closed session.

**ADJOURN TO THE REGULAR BOARD MEETING SCHEDULED: November 2, 2015
(8:45 P.M.)**

**Motion by: Director Bryant to adjourn to the next Regular Board Meeting scheduled on
November 2, 2015**



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